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PANCHAYATI RAJ DEPARTMENT

NOTIFICATION

The 15th December 2006

No. 23530-II RE (I)-17/2005/PR.—In exercise of the powers conferred by sub-section (1) of section 4 of the National Rural Employment Guarantee Act, 2005 (42 of 2005), the State Government do hereby make the following Scheme for the purpose of providing not less than one hundred days of guaranteed employment in a financial year to every household in rural areas whose adult members volunteer to do unskilled manual work, namely: —

1. Short title and Commencement —

(a) This Scheme may be called the Orissa Rural Employment Guarantee Scheme, 2006 under NREGA-2005.

(b) This shall come into force from the date of their publication in the *Orissa Gazette*.

2. Definitions— In this Scheme, unless the context otherwise requires—

- (a) ‘Act’ means the National Rural Employment Guarantee Act, 2005;
- (b) ‘Council’ means the Orissa Employment Guarantee Council constituted under section 12 of the Act;
- (c) ‘Fund’ means the Orissa Employment Guarantee Fund established under section 21 of the Act;
- (d) ‘Guidelines’ means the operational guidelines prescribed by the Ministry of Rural Development, Government of India, for implementation of the scheme;
- (e) ‘Hilly Area’ means mainly scheduled area or any other area as notified by Government from time to time;
- (f) ‘Nodal Department’ means the Panchayati Raj Department of Government of Orissa;

- (g) 'Panchayati Raj Institutions' (PRIs) means 'Zilla Parishad' at the District level, 'Panchayat Samiti' at the intermediate level, and 'Gram Panchayat' at the village level;
- (h) 'Registered Household' means the members of the rural household who have been entered in the Application Registration Register as mentioned in sub-clause (8) of clause 7;
- (i) 'Year' means financial year commencing on the first day of April.

(2) Words and expressions not defined in this Scheme shall have the same meaning as in the Act or the Orissa Gram Panchayat Act, 1964, the Orissa Panchayat Samiti Act, 1959 or the Orissa Zilla Parishad Act, 1991, as the case may be.

3. Role of Panchayats –

(i) The Panchayats at each level will be the Principal Authorities for planning and implementation of the Scheme.

(ii) The Panchayats at different levels shall coordinate with each other and also with the District and the Block administration for the effective implementation of the Act.

4. Key Agencies and their roles –The key agencies involved in the implementation of the Scheme and their respective roles are as follows:-

- (a) Gram Sabha or Palli Sabha, as the case may be, is authorized to recommend works to be taken up under the Scheme, to monitor and supervise these works and to conduct social audits for the implementation of the Scheme.
- (b) Gram Sabha or Palli Sabha should be used as a forum for sharing information about the Scheme on different stages of implementation for ensuring transparency and accountability which involves, for instance, verifying applications for registration and conducting social audits;
- (c) Gram Panchayat shall be responsible for planning of works, registering households, issuing job cards, allocating works, executing fifty per cent of the works like, 'Panchayat works' and monitoring the implementation of the Scheme at the village level and to assist the Gram Panchayat in its role;
- (d) Additional staff such as 'Gram Rozgar Sevak', (Multipurpose Assistant) and 'Technical Assistants' will be deployed out of the programme cost of the Scheme;

(e) The Panchayat Samiti at the intermediate level shall be responsible for planning, monitoring and supervising at the Block level and shall have the responsibility of executing works from among the fifty per cent that are not to be executed by the Gram Panchayat if so directed by the State Government or the Council.

5. Implementation at block level—

(a) The State Government shall notify the Block Development Officer as Programme Officer for implementation of the Scheme at block level, who shall act as a 'Coordinator' for the Scheme at the Block level and his main functions shall be -

- (i) scrutinizing village plans;
- (ii) matching employment opportunities with the demand for work at the Block level;
- (iii) supervising the implementing agencies,
- (iv) safeguarding the entitlements of the workers;
- (v) ensuring that social audits are conducted by the Palli/Grama Sabhas; and
- (vi) responding to complaints.

(b) He shall primarily be responsible to ensure that any one who applies for work gets employment within 15 days of receipt of the application and shall also assist the Panchayat Samiti in its functions and will be answerable to the District Programme Coordinator.

6. (1) Implementation at District level—

Zilla Parishad shall,-

(a) be responsible for finalizing the District Plan, for monitoring and supervising the Scheme in the District; and

(b) without prejudice to the provision contained in sub-clause(e) of clause 4, execute works from among the fifty per cent that are not to be executed by Gram Panchayat called 'general works' as per the policy determined by the State Government or the Council.

(2) The State Government shall notify the Collector and Chief Executive Officer of Zilla Parishad or the Collector, as District Programme Coordinator for the Scheme who shall be responsible for the overall coordination and implementation of the Scheme in the District.

7. Application for registration—

(1) The application for registration may be submitted to the concerned Gram Panchayat which should contain the names of those adult members of the household who are willing to do unskilled manual work, and particulars such as age, sex and caste status such as SC and ST and such particulars as are indicated in Form B-1.

One may also apply in the said form prepared in handwriting instead of printed form.

(2) An individual may appear personally and make an oral request for registration and in that event, his request may be reduced to writing by filling up the form –B-1.

(.3) Verification of applications will be regarding local residence in the Gram Panchayat concerned, the household as an entity, and the fact that applicants are adult members of the household.

(4) Notwithstanding the method of application, registration and verification suggested above, a Gram Sabha or Palli Sabha shall be convened, after the scheme comes into force, for the purpose of explaining the provisions of the Act and the Scheme and to mobilize applications for registration and conduct verifications.

(5) A door-to-door survey may also be undertaken by a team headed by the Sarpanch to identify persons willing to register their names under the Act and the scheme, which shall consist of members belonging to SC, ST, Women and Executive Officer or the Secretary of the Gram Panchayat.

(6) To allow maximum opportunities to families that may migrate, registration will be open throughout the year at the Gram Panchayat office during working hours.

(7) The process of verification shall be completed, as early as possible, and in no case, later than a fortnight after the receipt of the application in the Gram Panchayat.

(8) After verification, the Gram Panchayat shall enter all particulars in the Application Registration Register in Form B-7 maintained by it..

(9) Every registered household will be assigned a unique registration number which shall be in accordance with a coding system similar to that prescribed by the Government for the BPL Census, 2002.

(10) An information of the registration shall be sent to the Programme Officer for the purpose of reporting to the Panchayat Samiti and Zilla Parishad for further planning, tracking and recording which must be done immediately, so that the Programme Officer shall have a consolidated record of likely demand to enable him to organize resources accordingly.

(11) A Palli Sabha of registered workers must be held to apprise them to apply for work and regarding ongoing works or works to be started shortly in the locality for providing work.

(12) If it is found that an applicant has submitted incorrect information regarding name, residence or adult status, he shall become ineligible to get the job and in such cases, the Gram Panchayat will refer the matter to the Programme Officer and the Programme Officer, after independent verification of the facts and after giving the applicant an opportunity to be heard, may direct the Gram Panchayat to cancel such registration and job card and the fact of

cancellation shall be made public and shall be presented to the Palli Sabha.

8. Issue of Job Cards—

(1) A job card shall be issued to the applicant within a fortnight of the date of receipt of the application but not later than 15 days on verification of particulars for registration in the presence of the local community, found to be correct in all respect.

(2) Photographs of the applicants have to be attached to the job cards and the cost of the job cards, including that of the photographs, will be borne as part of the programme cost.

(3) The State Government may make order that in a particular area, the photograph may be affixed later (within three months of registration) if the immediate provision of a photograph is not practicable.

(4) A copy of the job card will be maintained at the Office of Gram Panchayat.

(5) (a) The job card shall be valid for a period of five years and shall have provision for the addition or deletion of members eligible to work and deletion of any household on account of demise, or permanent change of residence of a member, are to be reported immediately by the household concerned;

(b) The Gram Panchayat shall also undertake an annual updating exercise in the same manner as registration and the time for same shall be fixed keeping in mind the work and migration season of the local workforce.

(6) All additions and deletions made in the Application Registration Register will be read out in the Palli Sabha and the Gram Panchayat shall send a list of additions or deletions, if any, to the Programme Officer.

(7) The Council shall determine the proforma of the job card which shall contain the essential features as indicated in Form B-2..

(8) The entitlements of workers working under the Scheme and other basic features of the Act and the scheme may be printed on the reverse of the job cards to promote wider awareness of the provisions of the Act and the scheme.

(9) Individual identity slips may be given to each registered applicant of the family, if so desired which shall contain the information given in page 2 (identity portion) of the job card, including the registration number of the household.

(10) If the original Job card is lost or damaged, the card holder may apply to the Gram Panchayat which shall be processed in the same manner as of a new application, with the difference being that the particulars may also be verified using the duplicate copy of the job card maintained by the Panchayat and the fact of issue of a duplicate job card will be intimated to the Programme Officer immediately.

(11) If a person has a grievance against the non-issuance of a job card, he/she may bring the matter to the notice of the Programme Officer and if the grievance is against the Programme Officer, he may bring it to the notice of the District Programme Coordinator at District level and all such complaints shall be disposed of within 15 days of receipt.

9. Application for work–

(1) Applications for work shall ordinarily be submitted to the Gram Panchayat and workers may have the option of submitting an application directly to the Programme Officer which should be treated as a ‘fallback’ option and in that case Programme Officer shall forward the same to Gram Panchayat for due action within three days.

(2) Application shall be submitted in Form C-1 stating the registration number of the job card; the date from which employment is required; and the number of days of employment required.

(3) A single application may be given for a number of days in different periods during the year for which employment is required and ‘Joint applications’ may also be submitted by several applicants.

(4) A dated receipt for the application for work must be issued to the applicant as per the counter foil provided in the Form C-1.

(5) Information on new applications for work shall be conveyed at least once a week by the Gram Panchayat to the Programme Officer and at the same time, the Gram Panchayat shall specify how many of the new applicants are being employed on ‘Panchayat works’ (and for how long), and how many are to be provided employment on ‘general works’ by the Programme Officer.

10. Employment Guarantee Day –

(1) Each Gram Panchayat, should earmark a particular day of a week on weekly hat day called the ‘employment guarantee day’ which shall be set apart for processing work applications and related activities such as disclosure of information, allocation of work, payment of wages and payment of unemployment allowances etc.

(2) Work applications received on employment guarantee day should be forwarded immediately to the Programme Officer, along with an indication of the number of applications that can be met at the Gram Panchayat level.

(3) The Sarpanch of the Gram Panchayat and any staff appointed such as Gram Rozgar Sebak to assist with the Scheme should be present on employment guarantee day.

(4) The proceedings of employment guarantee day should be held in an open public space, with ample provision for proactive disclosure of information including muster rolls, employment lists, unemployment allowance lists, etc.

11. Allocation of Employment opportunities :—

(1) It is the statutory duty of the Programme Officer and the Gram Panchayat to direct any person who has applied for employment to do work of any type permissible under the Act by intimating him in Form C-2.

(2) If any person applies for work to Programme Officer, he shall forward the application to Gram Panchayat for doing the needful within 3 days and the Gram Panchayat shall do the needful for providing work as per date line which shall be recorded on the job card and the Employment Register and both the agencies should share information on employment allotted and works opened on weekly basis so that dateline for providing work is not deviated.

(3) If some applicants have to be directed to report for work beyond five kilometer of their residence, women (especially a woman) and older persons should be given preference to work on the worksites nearer to their residence preferably in the same village.

(4) If several members of a household who share the same job card are employed simultaneously under the Scheme, they should be allowed to work on the same worksite and if unusual circumstances arise whereby members of the same household have to be allocated work on different worksites, the Gram Panchayat shall ensure that the job card is duly processed at both worksites in which case individual identity slips may be given to each registered applicant of the family to facilitate providing work at different worksites.

(5) (a) If a request for work is made to the Gram Panchayat, it should offer employment on the works executed or to be executed by it.

(b) If, under any circumstances, it is not possible, the Gram Panchayat may also allocate employment in a work to be executed by any other Implementing Agency in its jurisdiction, that has already been approved of in the Annual Plan, either by requesting the Programme Officer or by directing the Implementing Agency and endorsing a copy of the directive to the Programme Officer, who shall ensure that the directive is complied with and shall also ensure that the funds needed for that work are released and where upon the Implementing Agency shall be bound to act as per direction.

(6) If the Gram Panchayat decides that employment cannot be given under and that employment needs to be given outside the Gram Panchayat, it should inform the Programme Officer.

(7) (a) Upon receiving the said information from the Gram Panchayat, the Programme Officer will allot work and such work will be selected from the shelf of projects that include inter Gram Panchayat works.

(b) The Programme Officer shall intimate the Gram Panchayat concerned about the employment allotted so that the employment data are consolidated in the Employment Register maintained at the Gram Panchayat level.

(8) The Gram Panchayat will also inform the Programme Officer of the employment allotments made within three days and by any other way information sharing can be achieved.

(9) Applicants who are provided work shall be intimated by the Gram Panchayat or Programme Officer by means of a notice sent to them in Form C-2 at the address given in the job card, and also by a public notice displayed at the offices of the Gram Panchayat and the Programme Officer.

(10) While providing employment, priority must be given to women in such a way that at least one-third of the beneficiaries shall be women who have registered their names and requested for work under the Scheme.

(11) If a disabled person applies for work, work suitable to his ability and qualifications will have to be given which may also be in the form of services that are identified as integral to the programme keeping in view the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

(12) (a) As the Act vests the Programme Officer with the responsibility of ensuring that every applicant is provided unskilled manual work, the overall responsibility of coordination and resource support to the Gram Panchayat and other Implementing Agencies shall also vest with the Programme Officer and he shall have the power to supervise and direct the Gram Panchayats and the other Implementing Agencies to discharge their responsibilities.

(b) If any Implementing Agency fails to do so, the Programme Officer shall ensure that the applicants for work are not deprived of the legal entitlements and shall make arrangements for their employment and also report the matter to the District Programme Coordinator for appropriate action.

12. Time bound employment —

(1) The Gram Panchayat or Programme Officer shall be responsible for providing wage employment to the applicant within fifteen days of the date of receipt of the application and in the case of advance applications, employment shall be provided from the date employment has been sought, or within fifteen days of the date of application, whichever is later.

(2) If a Gram Panchayat is unable to provide employment within fifteen days of the date of receipt of the application, it will be the responsibility of the Programme Officer to do so and the employment allotted by the Programme Officer shall be intimated to the Gram Panchayat and *vice versa* within three days of such allotment to facilitate providing work to the job seeker in time.

(3) If an Implementing Agency directed by the Programme Officer does not start work in time, or does not employ the persons directed to it for work by the Gram Panchayat, the Programme Officer shall make alternative arrangements to ensure employment for those applicants.

(4) The District Programme Coordinator will coordinate with the Programme Officers and the Implementing Agencies to ensure that applicants are provided employment as per their entitlements and if a Programme Officer fails to provide employment, the District Programme Coordinator shall intervene to make appropriate arrangements for employment.

13. Record of employment –

(1) Every agency making payment of wages must record on the job card without fail the amount paid and the number of days for which payment has been made.

(2) A copy of the muster roll of every work will be sent by the Programme Officer to those Gram Panchayats from which workers are employed and in whose jurisdiction the work is executed and the Gram Panchayat will consolidate household-wise employment data in the Employment Register in Form B-9.

(3) (a) The responsibility for coordination of employment data will lie with the Gram Panchayat at the village level, and with the Programme Officer at the Block level and such employment data of Gram Panchayat and Programme Officer shall be intimated to each other on weekly basis without fail.

(b) The Programme Officer will be responsible for ensuring that this coordination mechanism is functional and any problem in this regard will be solved immediately by the District Programme Coordinator.

14. Works and their execution–

(1) (a) Under this Scheme, the following works are permissible, namely:—

- (i) water conservation and water harvesting,
- (ii) drought proofing, including afforestation and tree plantation,
- (iii) irrigation canals, including micro and minor irrigation works,
- (iv) provision of irrigation facility to land owned by households belonging to the SC and ST or to land of the beneficiaries of land reforms, or to land of the beneficiaries

under the Indira Awas Yojana,

(v) renovation of traditional water bodies, including de-silting of tanks,

(vi) land development,

(vii) flood-control and protection works, including drainage in waterlogged areas,

(viii) rural connectivity to provide all-weather access in which the construction of roads may include culverts where necessary and within the village area may be taken up along with drains,

(ix) any other work that may be notified by the Central Government in consultation with the State Government,

(b) The above list of permissible works represents the initial thrust areas.

(c) In some circumstances, locations or seasons, it may be difficult to guarantee employment within this initial list of permissible works and in such circumstances, the State Government or Council may add to the list of works in consultation with Central Government, and

(d) Proposals for new categories of work can be framed by the Council and referred to the Ministry of Rural Development for inclusion.

(2) The maintenance of assets created under the Scheme (including protection of afforested land) will be considered as permissible work under the Act and the same applies to the maintenance of assets created under other programmes but belonging to the sectors of works approved in Schedule I of the Act.

(3) Scheme works aim at maximizing benefits to the weaker sections in the area, in particular, land development works should begin with the land of small and marginal farmers under BPL category.

(4) The resources under the Act should not be used for land acquisition and land belonging to small and marginal farmers or landowners belonging to Scheduled Castes and Scheduled Tribes cannot be acquired or donated for works under the programme.

(5) To avoid duplication, a unique identity number should be given to each work.

(6) (a) To ensure sustainable assets and a holistic approach to planning, a project approach should be adopted towards defining a Work which will enable subsuming a number of works as activities under an umbrella Work or Project.

(b) In case of inter-Block project, the work which fails within a Block, the Programme Officer of the concerned Block shall execute the same in coordination with other Programme Officer of any other Block in the manner project formulated at the District level.

(7) Standard designs should be put together as a document at the District level and should be made available to Panchayats and other Implementing Agencies.

(8) Projects in low-wage areas, where the demand for work at minimum wages is likely to be large, must be formulated on a priority basis.

15. Implementing Agencies–

(1) At least fifty per cent of the works which is the statutory minimum in terms of costs will be allotted to the Gram Panchayat for execution and the Programme Officer or the District Programme Coordinator may allot more if deemed feasible in case of employment demand.

(2) (a) The selection of the Implementing Agency will be based on technical expertise and resources, capacity to handle work within the given time frame, reputation for work, and the overall interests of beneficiaries and such selection shall have to be indicated in the Annual Plan.

(b) A panel of agencies approved by the Central or State Government, shall be arranged by the Programme Officer in order of priority to ensure that alternative options are available in the event where an agency fails to execute the work.

(3) If any Implementing Agency including a Gram Panchayat is unable to execute the works allotted, within fifteen days, it will immediately inform the Programme Officer, who shall entrust it to another agency, chosen from a panel of agencies approved project-wise for that Block in the Annual Plan for the District and if a Gram Panchayat does not execute a work within fifteen days, the Programme Officer will direct the applicants to a work being executed by another Implementing Agency.

(4) Contractors cannot be engaged in any manner in the execution of works.

16. Types of works–

(1) Works implemented by the Gram Panchayats may be called Panchayat Works and those implemented by other Implementing Agencies may be called general works.

(2) In each Block, the Programme Officer shall allot at least fifty per cent of the works in terms of its cost under a Scheme to be implemented through the Gram Panchayats.

(3) Both the above types of work will be required to obtain administrative sanction and technical sanction of the competent authority in advance, by December of the year preceding the proposed implementation.

(4) For Panchayat works, the Gram Panchayats are the appropriate authorities empowered to start works and to allocate employment among persons who have applied for work and residents in the Gram Panchayat will be given priority in the allocation of work.

(5) For general works, the Programme Officer shall act as the authority empowered to 'start' works by issuing work orders and priority will be given to projects that are located in or near Panchayats where applications for work are pending.

(6) Information on new applications for work shall be conveyed at least once a week by the Gram Panchayat to the Programme Officer and the Gram Panchayat shall also specify how many of the new applicants are being employed on Panchayat works and for how long and how many are to be provided employment on general works by the Programme Officer.

(7) (a) Muster rolls for all works under the scheme shall be issued by the Programme Officer which shall have a unique identity number for each such Muster roll.

(b) A detailed record of muster rolls will be maintained in the registers as per Forms B-3, B-4, B-5 and B-6.

(c) Before starting a work, the Gram Panchayat shall inform the Programme Officer, so that the Programme Officer may issue the required muster rolls.

(8) (a) The Programme Officer shall prepare a consolidated shelf of projects for the Block based on proposals received from the Gram Panchayats and the Panchayat Samiti, distinguishing between Panchayat works and general works.

(b) Other Implementing Agencies may also submit proposals to the Programme Officer through the Panchayat Samiti.

(9) Whenever the Programme Officer starts a work among the 'general works', he should inform the concerned Gram Panchayat and specify how many labourers can be employed in the project from each Gram Panchayat..

(10) In the event where the Programme Officer is unable to meet all applications for work in a particular area on the ground that the list of 'general works' on the shelf of projects is too short, he may direct some Gram Panchayats in that area to proceed with the implementation of works on the 'Panchayat works' list.

17. The Wage-Material ratio–

(1) The ratio of wage costs to material costs should be no less than the minimum norm of 60:40 stipulated in the Act. This ratio should be worked out at the Gram Panchayat, Block and District levels but parity should be maintained at district level by the District Programme Coordinator.

(2) Wages of skilled labourers and semiskilled and village level leaders (VLL) should be included in the 'material costs'.

(3) As far as possible labourers will be engaged to execute the work but no labour-displacing machines can be used except some which are labour-friendly. If use of labour displacing machine becomes inevitable for execution of NREGA, it can be used by dovetailing funds from other schemes permitting use of the same.

18. Worksite facilities—

The Implementing Agency shall provide facilities at worksite as stipulated in paragraphs 27 and 28 of Schedule II of the Act.

19. Weekly report on worksites—

(1) Every Gram Panchayat shall send to the Programme Officer the data on labour employed and material received on a weekly basis at the worksite and this information should be displayed on the notice board at the office of the Programme Officer and it may also be posted in summary form on the website on a regular basis.

(2) District Rural Development Agency should be intimated of the weekly information on each Monday, which in turn shall send the same to the State Government on the same day.

(3) While finalizing the accounts of each work and authorizing its final closure, the Programme Officer will check and be satisfied that the final expenditures reported by the Implementing Agency are correct.

20. Payment of wages and unemployment allowance—

(1) Every person working under the Scheme shall be entitled to wages at the minimum wage rate fixed by the State Government (or the competent authority concerned) for agricultural labourers under the Minimum Wages Act, 1948, unless the wages have been notified by the Central Government under section 6(1) of the Act.

(2) Equal wages shall be paid to both male and female workers, as per the provisions of the Equal Remuneration Act, 1976 .

(3) Subject to the provisions under paragraph 32 of Schedule II of the Act wages shall be paid on a weekly basis on a day preferably on the weekly market day or on any day as fixed by the Gram Panchayat.

(4) Wages shall be paid in a public place, with muster rolls being read out aloud and displayed at the time of payment and in case, wages are paid through the Bank or Post Office, the details of wages paid shall be made public.

21. Daily wages and piece rates—

(1) Wages may be paid either on a time-rate basis *or* on a piece-rate basis.

(2) Where wages are paid on a time-rate basis, the supervisory authorities will be responsible for ensuring that productivity norms are met and the Implementing Agencies may provide a description of the daily work requirements to facilitate the fulfillment of productivity norms and in no case the worker can be paid less than the daily minimum wage.

(3) Where wages are paid on a piece-rate basis, the work must be of such a nature that each labourer's work can be individually measured and the work norms must be such that any person working at a normal pace for seven hours earns no less than the minimum wage, as per the District Schedule of Rates to be prepared by conducting Work, Time & Motion Studies through any reputed technical institution/consultancy organization. Measurements must be recorded in a transparent manner whereby individuals may verify their measurements on a daily basis; no time requirements should be imposed and daily attendance should not be a condition for payment of wages. Quantum of work will be specifically mentioned in Transparency Pillars to be erected at worksite.

(4) In construction works, skilled labourer can be paid on a piece-rate basis.

(5) The State Governments and the programme authorities shall make all efforts to publicize the minimum wage and the task-based rates in simple language and by means easily accessible to the local community and wage rates shall also be displayed prominently at every worksite.

22. Unemployment allowance—

(1) If a worker who has applied for work under the Act is not provided employment within fifteen days from the date on which work is requested, an unemployment allowance shall be payable at the rate specified in the Act.

(2) The Programme Officer shall be responsible for the prompt payment of unemployment allowances throughout the Block and he will obtain approval of District Programme Coordinator before payment of unemployment allowance.

(3) Unemployment allowances should be paid on a weekly basis at the Gram Panchayat level preferably on employment guarantee day.

(4) The payment of unemployment allowance shall be made not later than fifteen days from the date on which it becomes due for payment and in the event of any delay, the recipients shall be entitled to compensation based on the same principles as wage compensation under the Payment of Wages Act, 1936.

23. Funding—

(1) Subject to the rules made by Central Government, the Central Government will bear the following costs, namely: -

- (a) The entire cost of wages for unskilled manual workers;
- (b) 75 percent of the cost of material and wages for skilled and semi-skilled workers;
- (c) Administrative expenses as may be determined by the Central Government, which will include, *inter alia*, the salary and allowances of Programme Officers and their support staff and work site facilities; and staff deployed at GP level for NREGA works.
- (d) Administrative expenses of the Central Employment Guarantee Council.

(2) The State Government will bear the following costs, namely :—

- (a) 25 percent of the cost of material and wages for skilled and semi-skilled workers;.
- (b) Unemployment allowance payable in case the State Government cannot provide wage employment within 15 days of application; and
- (c) Administrative expenses of the Council.

24. Bank Account:—

(1) Each Gram Panchayat shall have a single bank account for the purpose of implementing works under the Scheme and the said account will be operated jointly by the Sarpanch and Executive Officer or Secretary of the Gram Panchayat.

(2) (a) All payments made from the account shall be reported to the Gram Panchayat at its next meeting and approval will be obtained.

(b) Objection if any shall be recorded and a copy of the minutes shall be sent immediately to the Programme Officer for necessary action

(3) Funds from the account may be spent on the works under the scheme only after these works have received the required Administrative and Technical Sanction from the competent authorities.

(4) The Sarpanch of the Gram Panchayat will be personally liable for any expenditure made without such sanctions.

(5) The accounts of the Gram Panchayat shall be presented for scrutiny at the biannual social audits of the Gram Sabha.

25. Monitoring and evaluation of outcomes—

(1) (a) An important objective of the Scheme is the creation of durable assets and strengthening the livelihood resource base of the rural poor.

(b) Investments made under the Act are expected to generate employment and purchasing power, raise economic productivity, promote women's participation in the

workforce, strengthen the rural infrastructure through the creation of durable assets, reduce distress migration, and contribute to the regeneration of natural resources; The outlays for the Scheme have to be transformed into outcomes.

(2) The Palli Sabha shall monitor all the works at the village level as well as the employment provided to each person who has applied for work and it shall also monitor the registration and issue of job cards and the timely payment of wages.

(3) The Gram Panchayat shall monitor, works executed by other Implementing Agencies, muster rolls maintained by them at worksites and the payments made.

(4) The Panchayat Samiti and the Programme Officer shall monitor the registration of household, employment provided to each applicant, unemployment allowances paid, social audits, flow of funds, timely and correct payment of wages, and progress and quality of works.

(5) The Programme Officer shall be responsible for sending all reports and returns to the District Programme Coordinator, who in turn shall send such reports to the Council.

(6) The Zilla Parishad and the District Programme Coordinator shall monitor all aspects of implementation, including registration, employment, unemployment allowances, social audits, flow of funds, progress and quality of works, qualitative aspects of implementation, timely and correct payment of wages, and timely payment of unemployment allowances.

(7) The State Government shall monitor the performance of all Districts on the quality and pace of implementation as laid down in the National Monitoring System, the Scheme, and the directives of the Council and the State Government shall also send consolidated reports and returns to the Central Government.

26. Ranking of Districts—

(1) The Council while monitoring and evaluating the operation of the Scheme in the State shall make recommendation on the performance of the districts for their ranking having regard to the following factors, namely :—

- a) Extent to which applications for work have been met;
- b) Productive value of completed works;
- c) Quality of record keeping and reporting;
- d) Accessibility and transparency of documents in relation to the Scheme;
- e) Timely payment of wage;
- f) Timely social audit, and
- g) Involvement of Gram Sabhas and Palli Sabhas.

(2) The ranking of Districts (if available) shall be made public and the Council and the Zilla Parishad shall review the ranking on each criterion and suggest corrective measures every year.

27. Maintenance of Register and Records–

(1) Every Gram Panchayat shall maintain in Form B-7 a register of applications (or requests) received for registration called the Application Registration Register, which should contain the name of each applicant, the date of receipt of application or request, and the date on which the job card was issued.

(2) Every Gram Panchayat shall maintain a job card register in Form B-8, duplicate shall be maintained in computerized form at the office of the Programme Officer.

(3) Every Gram Panchayat shall maintain a register called Employment Register in Form B-9 indicating therein the employment demanded, employment allotted and employment actually taken up.

(4) Every Gram Panchayat and every Implementing Agency shall maintain a register of all works sanctioned, executed and completed in Form B-10 called the Asset Register and the information in the register shall be reported by the Gram Panchayat to the Programme Officer in the same form and the Implementing Agency shall submit such report in the same form to the Gram Panchayat concerned and the Gram Panchayat shall submit the same to the Programme Officer.

(5) Each Gram Panchayat and Implementing Agency shall maintain a muster roll receipt register in Form B-5 and B-6 respectively and the muster roll receipt register maintained by the Implementing Agencies shall be submitted to the Gram Panchayat.

28. Records to be maintained by the Programme Officer–

(1) Every Programme Officer shall maintain a record of applications for employment received by him and all such applications shall be forwarded to the concerned Gram Panchayat.

(2) Duplicate copies of the job card register from every Gram Panchayat will be maintained in computerized form at the office of the Programme Officer.

(3) The Programme Officer shall maintain a register in Form B-4 to keep track of the muster rolls issued to the various Implementing Agencies.

(4) Gram Panchayats and other Implementing Agencies shall forward the information recorded in their asset registers maintained in Form B-10 to the Programme Officer on the same proforma and the Programme Officer shall compile the data in computerized form and supply a copy to the District Programme Coordinator.

29. Records to be maintained by the District Programme Coordinator –

(1) For works falling within the jurisdiction of more than one Programme Officer, the relevant data will be compiled by the District Programme Coordinator received from such Programme Officers and the Implementing Agencies.

(2) The reports collected by the District Programme Coordinator shall be recorded in Form B-12 and shall be sent to the Council and the Ministry of Rural Development through (a) an electronic copy, emailed or reported online; and (b) a hard copy, duly signed by the authorized officer of the State Council.

(3) The District Programme Coordinators will maintain a complaint register according to the proforma given in Form B-11. They should also install a complaint box at a conspicuous place in their office and personally open it at once a week. The complaints received in such boxes should be entered into the complaint register & disposed of within 15 days of receipt.

30. Muster Rolls—

(1) Muster rolls each with a unique identity number shall be issued by the Programme Officer to the Gram Panchayats and all Implementing Agencies in form B-3.

(2) The original muster roll shall form part of the expenditure record of the Implementing Agency.

(3) A photocopy of the muster roll will be kept for public inspection in every Gram Panchayat and in the office of the Programme Officer.

(4) Any muster roll that is not issued from the office of the Programme Officer shall be considered unauthorized.

ORDER: Ordered that the notification be published in the next issue of the Extra-Ordinary *Orissa Gazette* and copies thereof be supplied to all Departments of Government/All HODs/All RDCs/All Collectors/All P.D, DRDAs.

By Order of the Governor

G. DHAL

Commissioner-cum-Secretary to Government

FORMS ATTACHED TO THE SCHEME

- | | |
|---------------|---|
| 1. Form B-1 | Application for registration as per prescribed form attached |
| 2. Form B-2 | i) Job Card as per proforma attached
ii) At the last part of the form, details of unemployment allowance will be added as prescribed in Operational Guidelines of MORD, GOI. |
| 3. Form B-3 | Muster Roll as per proforma of Operational Guidelines of MORD, GOI |
| 4. Form B-4 | Muster Roll Register of Issuing Authority i.e. Programme Officer as per Operational Guidelines of Govt. of India. |
| 5. Form B-5 | Muster Roll to be maintained by G.P –do- |
| 6. Form B-6 | -do- Implementing Agency -do- |
| 7. Form B-7 | Application Registration Register –do- |
| 8. Form B-8 | Job Card Register -do- |
| 9. Form B-9 | Employment Register at G.P level -do- |
| 10. Form B-10 | Asset Register -do- |
| 11. Form B-11 | Complaint Register at Block/District level -do- |
| 12. Form B-12 | Monthly Progress Report (NREGA) -do- |
| 13. Form B-13 | Details of work -do- |
| 14. Form B-14 | Information of NREGA to be displayed at public places-do- |
| 15. Form C-1 | Application for work as appended |
| 16. Form C-2 | Notice intimating work allotment –do- |

FORM-B-I
[See Clause 7 (1) and (2)]
ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA, 2005.

APPLICATION FOR REGISTRATION.

District Code
Panchayat Samiti Code
Gram Panchayat Code
Village Code

*Photograph
of Adult
Member /
family head*

Registration No. of House Hold

To
The Executive Officer / Secretary
..... G.P.

1. Kindly register the following members of our household. We are willing to do the unskilled manual work that would be entrusted to us under OREGS.

Sl No	Name of the applicant	Name of Father/ mother/ husband	Relation with Head of household	Age	Whether male / female	No. of Voter Identity Card.					
1	2	3	4	5	6	7	8	9	10	11	12
1											
2					M/F	O	R				
3					M/F	O	R				
4					M/F	O	R				
5					M/F	O	R				
6					M/F	O	R				

2. The address of the House hold is as follows :-
House No. Name of the Ward No.
Name of the Area(Ward /Colony)
3. Caste : ST SC Others
4. Whether an IAY beneficiary / Land reforms beneficiary Yes/ No.
5. 2 Photographs of each member are enclosed.
6. Bank A/C No. of House hold. Name of the Bank.
Branch.
7. I declared that the facts stated above are true to the best of my knowledge.

Date. / / 200

Signature / LTI of head or any member of household.

To be filled up by authorized Officer of the G.P.

District Code Name of the Panchayat Samiti Code
G.P. Code Village Code

The application has been registered at Page.....Sl No.....Dt.....

Date..... / / 200

Name & Signature of executive Officer / Secretary.
Seal.

DIRECTION.

For quick registration the following documents are to be produced :

1. Consumer Ration Card / BPL Card / Old age Pension Card / Widow Pension Card / Farmer's Identity Card / Antodaya Card / Annapurna Card.
2. 2 Passport size photos of each member of Household. The G.P. will take steps for taking photographs of the applicants while submitting application.

Following documents are required for identification :

- (i) *Photo ID Card given by Election Commission of India.*
- (ii) *Pass Book of Bank /Co-operative Society / P.O*
- (iii) *Proof of land records such as Land Receipt / ROR.*
- (iv) *Proof whether the applicant is the inhabitant of the G.P.*

Scrutiny and acceptance of application :

1. The copy of the application duly filled in be submitted :
2. One copy of the application will be retained for registration in G.P. record.
3. Receipt of the application duly signed by the G.P. authority with seal and date be given to the applicant. The serial number of the registration made in the register be given in the receipt.

Explanation :

The first applicant of a Household will be treated as Head of the family and an identification No. will be provided to him which will be the same as the registration No. of the family. In case there are more then one applicants from a family then identification No. will be serialized as 1/1, 1/2 & 1/3.

.....

FORM-B-2
[See clause 8(7)]

ORISSA GOVERNMENT

PANCHAYATI RAJ DEPARTMENT.

ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME
(OREGS)
Under NREGA , 2005

JOB CARD

(Valid for 5 years : 2006-07 to 2010-11)

District
Panchayat Samiti
Panchayat
Village

	Code		
	Code		
	Code		
	Code		

Voter Photo ID Card No. issued by ECI.

--	--	--	--	--	--

CASTE : ST

11

SC

11

OTHERS

Registration No. of House Hold

--	--	--	--	--	--

Name of Head of Family :

• • • • •

Address :

• • • • •

[illegible]

House No.

Ward No.

Name of (Sahi/Pada/Colony) the

locality.....

.....

Identification of Location

.....

PIN Code.

--	--	--	--	--	--

Personal Regd. No. Name of Head of the family. Name of father/mother/husband or wife Approximate Age <input type="text"/> Gender <input type="text"/> M / F Signature / LTI	Attested Photograph with seal/signature of Sarpanch / Secretary/ E.O	Computerized Job Card will be affixed here.
Bank A/C No. of Head of the family- <input type="text"/> Name of the Bank..... Branch.....Code.....		
Personal Regd. No..... Name of the family member..... Name of father/mother/husband or wife Approximate age <input type="text"/> Gender <input type="text"/> M/F Relationship with Head of family : <input type="text"/> Signature / LTI	Attested Photograph with seal/ signature of Sarpanch / Secretary / E.O.	

Date. / 200

Seal & Signature of Registering Authority.

DETAILS OF EMPLOYMENT DEMANDED

[illegible]

200.....200.....

Name of Head of House Hold

[illegible]

DETAILS OF UNEMPLOYMENT ALLOWANCE

[illegible]

Rights of the Registered Household under the Employment Guarantee Scheme		Duties of the registered Household demanding wage employment.	
1	100 days of unskilled wage employment guaranteed to each rural household willing to work under the scheme.	1	The Household should register their names in the G.Ps.
2	The work shall be demanded through application.	2	Should apply for work to the G.Ps
3	Unemployment allowance shall be given if work is not provided within 15 days of application demanding for work.	3	Should keep contact with G.Ps for allocation of employment.
4	The wages under the scheme shall be as per the minimum wage fixed by the Govt.	4	To report at the worksite by scheduled time.
5	There is provision for weekly /fortnightly payment of wages by the Executing Agencies.	5	To do work for the fixed hour and to give required outturn.
6	Provision of wage payment through the Bank Account of the registered Household.	6	To get the number of days employed in work and balance days entitled for work entered in the Job Card and keep the same in safe custody.
		7	To check the payment details from the Bank A/C if receiving wages through Bank A/C.

FORM-B-3

[see clause 16(7) & 30 (I)]

ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA-2005
PROFORMA FOR MUSTER ROLL

Sl. No. of Muster Roll
 (Every Muster Roll
 must have distinct
 Number)

Name of work:

Financial Approval Number.....

Date.....

Period of Attendance.....

Month.....

Date.....

Sl. No.	Name, Name of Father/Husband	Job card No.	Village and G.P.	Category skilled/Unskilled	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
	Total no. of worker	Daily Total																		
	Women :	Signature of person taking attendance																		
	Men :																			
	SC/ST :																			
	OBC :	Signature of Inspecting Authority																		
	Others :																			

Amount Due Rs.(Rupees..... inwords)

Actual Amount paid Rs.....(Rupees..... inwords)

Dated

Approved by

Sarpanch/Programme Officer/Authority Office

FORM-B-4

[See clause 16(4) & 28(3)]

ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA—2005

Muster Roll Issue Register to be Maintained by the Issuing Authority i.e. Programme Officer at the Block Level

Sl. No.	Muster Roll No.	Name of work for which issued	Financial Sanction Number and Date of Work			Date of issue of Muster Roll	Name of Agency to whom Muster Roll Issued	Name, Designation and Signature of the Official receiving Muster Roll
			Sanction No.	Amount (in Rs.)	Date			
1	2	3	4	5	6	7	8	9

FORM-B-5

[See clause 16(7) & 27(5)]

ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA-2005

MUSTER ROLL RECEIPT REGISTER TO BE MAINTAINED BY GRAM PANCHAYATS

Sl. No.	Muster Roll No.	Name of work for which issued	Financial Sanction Number and Date of Work			For Muster Rolls of Works for which Gram Panchayat is the Executing Agency		For Muster Rolls of Works for which Executing Agencies are other than the Gram Panchayat	
			Sanction No.	Amount (in Rs.)	Date	Date of Issue of Muster Roll by Programme Officer	Name Designation and Signature of the Official receiving Muster Roll	Date on which copy of the paid Muster roll given to the Gram Panchayat	Date & Signature of the receiving Gram Panchayat Official
1	2	3	4	5	6	7	8	9	10

FORM-B-6

[See clause 16(7) & 27(5)]

ORISSA EMPLOYMENT GUARANTEE SCHEME UNDER NREGA.2005

Muster Roll Receipt Register to be Maintained by each Implementing Agency other than Gram Panchayats

Sl. No.	Muster Roll No.	Name of work for which issued	Financial Sanction Number and Date of Work			Date of Issue/ receipt of Muster Roll	Name, Designation and signature of the Official receiving Muster Roll	Date on which copy of the paid Muster Roll given to the Gram Panchayat for record	Date & Signature of the receiving Gram Panchayat Official
			Sanction No	Amount (in Rs.)	Date				
1	2	3	4	5	6	7	8	9	10

FORM-B-7

[See clause 7(8)]

ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA-2005
PROFORMA FOR REGISTRATION OF APPLICATION

Sl. No	Name of applicant	Date of receipt of application/ Request for registration	No. and date of job card issued	Reasons, if job card not issued and any other remarks

FORM-B-8

[See clause 27(2)]

ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA-2005

PROFORMA OF JOB CARD REGISTER

INDEX OF JOB CARD REGISTER

Sl. No.	Job Card No.	Name of Registered persons in the household	Page No.

Page No.....

PROFORMA OF PAGES IN THE JOBCARD REGISTER

- Registration Number of the House hold :
- Name (s) of the Applicant :
- SC/ST/IAY/LR beneficiary :
- Details of the applicants of the Household willing to work :

Sl. No.	Name	Father/ Husband’s Name	Male/ Female	Age on Date of Registration	P.O./Bank A.C.No. (if any)	P.O./ Bank Code

- Address :
- Date of Registration :

Joint Photograph of
 Household duly
 attested by Sarpanch
 and Panchayat
 Secretary

Signature/ Thumb impression of Applicant

Seal & Signature of Registering Authority

FORM-B-9

[see clause 13(2) & 27 (3)]

ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA-2005

EMPLOYMENT REGISTER GRAM PANCHAYAT LEVEL

INDEX

Sl. No.	Job Card No.	Name oof Registered persons in the household	Page No.

PROFORMA OF PAGES

1. Registration Number of the Household :

Page No.....

2. Requested period of employment :

Sl. No.	Name of Applicant	Month and date from which Employment Requested	No. of days	Preference for place

3. Period and work on which employment offered :

Sl. No.	Name of Applicant	Month and date from which Employment Offered	No. of days	Name of work

4. Period and work on which employment given :

Sl. No.	Name of Applicant	Month and date from which Employment availed	No. of days	Name of work	Muster roll No. vide which employment

FORM-B-10

[See clause 27(4) & 28(4)]

ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA-2005

PROFORMA FOR ASSET REGISTER

INDEX

Sl. No.	Name of work	Date of Start	Page No.

PROFORMA FOR ASSET REGISTER (PAGES)

1. Name of Work
2. Nature of work
3. Scope of work
4. Location of work
 - Village
 - Gram Panchayat
 - Block
 - District
5. No. and date of sanction
6. Whether included in five year Perspective Plan yes/No
7. Whether work approved in Annual Plan by DP yes/No
8. Estimated Cost Rs. -----
9. Estimated completion time
10. Expenditure incurred (in Rs.)

Labour unskilled	Labour semi-skilled	Labour Skilled	Material	Contingency	Total

11. Employment generated

	Person days	Total No. of persons given work	No. of persons on work	
			Highest	Lowest
Unskilled				
Semiskilled				
Skilled				

12. Distinct Numbers of muster rolls used
13. Date of start of work
14. Date of completion
15. Whether local vigilance committee formed Yes/No

FORM- B-11

ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA-2005

COMPLAINT REGISTER TO BE MAINTAINED AT BLOCK AND DISTRICT LEVEL

Sl. No.	Date	Name and address of complainant	Name of Gram Panchayat and block	Action taken	Date of final disposal

FORM-B-12

M.P.R. PART-I

ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA-2005
MANITORING FORMATS FOR MONTHLY PROGRESS REPORT UNDER
NATIONAL RURAL EMPLOYMENT GUARANTEE ACT (NREGA)
MONTHLY PROGRESS REPORT

Employment Generation Under NREGA During the Year.....Up to the Month of

NAME OF THE STATE :

Sl. No.	District	No. of registered Households (cumulative for the district)	No. of applicants for work in the month	No.of persons at work in the month			Employment GeneraTED (In Lakh Mandays) (Cummulative for the year)						
				Max.	Min.	Average					Out of Column 10		
							SC	ST	Other	Total (7+8+9)	Women	Land Reform/IAY Beneficiary	Other
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1													
2													
3													
4													
5													
6													
7													
8													
Total													

Note :

Col 2. No of registered households should be cumulative since the inception

Col.3 This should be number of persons who have requested for work to be made available during the month.

Col. 4-6 Give number of persons actually on work as per muster rolls.

Col 7-13 Give employment generated in persondays cumulative for the financial year.

M.P.R.-PART-II

FINANCIAL PERFORMANCE UNDER NREGA DURING THE YEAR..... UPTO THE MONTH OF.....

NAME OF THE STATE:

Sl. No.	District	Actual O.B. as on 1st April of the year	Release of last year but received during the current year		Release During Current Year		Misc. Receipt	Total Availability (2+3+4+5+6+7)	Cumulative Expenditure				
			Centre	State	Centre	State			On Unskill- ed wage	On semiskill- ed and skilled wage	On material	On contingency	Total 10+11+ 12+13
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													
5													
	Total												

M.P.R.-PART-III

PHYSICAL PERFORMANCE UNDER NREGA DURING THE YEAR..... UP TO THE MONTH OF.....

NAME OF THE STATE:

		NO. OF WORKS										Total Nos. of Works (add 2 to 11)
Sl. No.	District	Water Conservation		Drought proofing and plantation		Flood control		Rural Connectivity		Other works		
		Compl- eted	In progress	Compl- eted	In progress	Compl- eted	In progress	Compl- eted	In progress	Compl- eted	In progress	
1	2	3	4	5	6	7	8	9	10	11	12	13
1												
2												
3												
4												
5												
6												
7												
8												
	Total											

FORM-B-13

ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA-2005

DETAILS OF WORK

(To be displayed at site of work)

Name of Work : Village/G.P.....
 Details :
 Project (Yojna) : Year :
 Executive Agency :
 Sanctioned Amount : Material Labour
 Date of Start : Completion Period

MATERIAL REQUIRED			Technical Specifications of work
Name of Material	Quantity with local Unit	Rate per Unit	
Labour Required			
Skilled			
Semiskilled			
Unskilled			

Documents available at site :

For further Information contact :

FORM-C-1
ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA, 2005
APPLICATION FOR UNSKILLED MANUAL WORK

To
Executive Officer /Secy
.....

GP
BLOCK _____ DISTRICT _____,ORISSA

Name of Head of the family.	Registration No. of Household						
-----------------------------	-------------------------------	--	--	--	--	--	--

Sl No	Name of the Family member	Personal Registration No	Date from which work demanded Day Month Year	No of days of work
1				
2				
3				
4				
5				
6				

Date / /200...

Signature/LTI of the Head of
the family & first applicant.

TO BE FILLED UP BY THE AUTHORISED OFFICER OF THE G/P

District	<input type="text"/>	Code	<input type="text"/>
Panchayat Samiti	<input type="text"/>	Code	<input type="text"/>
G.P	<input type="text"/>	Code	<input type="text"/>
Village	<input type="text"/>	Code	<input type="text"/>

Application for employment is registered in G.P. Register Page.....SI No

Date.....

Date/...../200

Name & Signature of Executive Officer /Secretary.
Seal

FORM -C-2

ORISSA RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NREGA, 2005

No. _____/Date _____

NOTICE FOR JOINING IN THE WORK.

District	<input type="text"/>	Code	<input type="text"/>
Panchayat Samiti	<input type="text"/>	Code	<input type="text"/>
Gram Panchayat	<input type="text"/>	Code	<input type="text"/>
Village	<input type="text"/>	Code	<input type="text"/>

To

Name of the Head of the family demanding work _____

Registration of the Household Personal Registration No

Address (Address given in Job card)

House No Word No

LOCALITY (Ward /Colony)

Identified Place Pin code

Sub:- For Joining in work

Ref:- Your Application Sl.No. _____ Date _____

1. In response to your application for work you are hereby directed to report for the project/work/supervising authority/executing officer (address of project of).for getting work.

2. Details of the Project :

(i) Work /Name of the Project

(ii) Project Code

(iii) Name of the Agency of the Work

(iv) Name of the Executing Agency

(v) No of days of work fixed:

(a) Minimum days (b) Maximum days

3 You are requested that either you or as directed by you, your registered family members will remain present in the worksite.

4. Efforts will be taken to provide maximum days of work as applied for.

5. If any member of the registered family does not report for the scheduled work within 3 days of receipt of this notice, it will be presumed that he/she is not willing to work in the project, as a result he/she will forfeit his/her claim for unemployment allowance and any employment in future.

Date: / / 200

Signature of authorized person/
Executants of the Project. (Seal)